

CSPNC Budget and Finance Committee Report – 6-10-13 meeting

The CSPNC Budget and Finance Committee met on 6-10-13 at the Marine Exchange conference room.

Present: Ted Shirley, Dean Pentcheff, Dave Behar, Lydia Gutierrez,

Discussion Topics:

1. Meeting called to order
2. Public Comment – discussed establishing rules, guidelines and spending priorities for Budget and Finance Committee to follow in future.
3. Discussion of May P-Card Spending – PV on the Net
 - a. The B&F Committee discussed PV on the Net services. Invoices for PV on the Net and detailed metrics on results of services provided will be included in the board meeting package.
4. Discussion of current budget
 - a. After all demand warrants are processed and June meeting expenses are paid, CSPNC will have about \$50 remaining.
5. Discussion of 2013-2014 budget
 - a. B&F committee recommends submitting 2013-2014 budget to board for vote with proposed spending equal to actual spending in 2012-2013.
 - b. No postage funds will be rolling over from 2012-2013 to 2013-2014.
6. Public Comment – none
7. Meeting adjourned.

NEW ACCOUNT ACTIVITY					
POST DATE	TRAN DATE	TRANSACTION DESCRIPTION	REFERENCE NUMBER	MCC	AMOUNT
04-09	04-07	CORENETWORKS 517-3333393 MI PUR ID: 0 TAX: 0.00	24472683098952385361008	4816	44.95
04-11	04-10	SQ *AVENUE I LOS ANGELES CA PUR ID: 216172782129158913 TAX: 0.00	24692163100000261617839	8999	350.00
04-11	04-10	SQ *AVENUE I LOS ANGELES CA PUR ID: 216172782129165677 TAX: 0.00	24692163100000261640062	8999	350.00
04-11	04-10	SQ *AVENUE I LOS ANGELES CA PUR ID: 216172782129171024 TAX: 0.00	24692163100000261643892	8999	350.00
04-11	04-10	SQ *AVENUE I LOS ANGELES CA PUR ID: 216172782129168400 TAX: 0.00	24692163100000261666661	8999	350.00
04-15	04-12	PAYPAL *KRISTINASMI 402-935-7733 CA PUR ID: 8855369228 TAX: 0.00	24492153102849553693176	8999	245.00
04-16	04-15	TARGET 00024703 SAN PEDRO CA PUR ID: 00000000000000000000 TAX: 1.42	24164073105091008212849	5411	36.05
04-16	04-15	1 HOUR PHOTO ETC 310-831-3231 CA PUR ID: 1 TAX: 0.00	24493983106207206600020	7395	108.18
04-17	04-15	THE SANDWICH SALON INC 310-5485322 CA PUR ID: 12 TAX: 0.00	24071053106987176750523	5812	281.00
04-19	04-17	SIR SPEEDY PRINTING 310-212-6162 CA PUR ID: 140964 TAX: 0.00	24801633108207163201008	2741	1,409.64

Default Accounting Code:			
CUSTOMER SERVICE CALL 800-344-5696	ACCOUNT NUMBER		ACCOUNT SUMMARY
		XXXX-XXXX-XXXX-5772	
	STATEMENT DATE	DISPUTED AMOUNT	PURCHASES & OTHER CHARGES \$3,524.82
	04-22-13	\$.00	
SEND BILLING INQUIRIES TO: C/O U.S. BANCORP SERVICE CENTER, INC U.S. BANK NATIONAL ASSOCIATION ND P.O. BOX 6335 FARGO, ND 58125-6335	AMOUNT DUE		CASH ADVANCES \$.00
	\$ 0.00		CASH ADVANCE FEE \$.00
	DO NOT REMIT		CREDITS \$.00
			TOTAL ACTIVITY \$3,524.82

As of May 31, 2013 U.S. Bank National Association ND is merging into U.S. Bank National Association. This merger will have no effect upon the services you receive from U.S. Bank.

NEW ACCOUNT ACTIVITY

POST DATE	TRAN DATE	TRANSACTION DESCRIPTION	REFERENCE NUMBER	MCC	AMOUNT
04-23	04-22	PERRYMAIL 310-534-8030 CA PUR ID: 8925501882 TAX: 0.00	24492153112849255019728	7399	813.74
05-03	05-02	USPS 05411800131801152 LONG BEACH CA PUR ID: 389 TAX: 0.00	24164073122418191573894	9402	5.80
05-09	05-07	CORENETWORKS 517-3333393 MI PUR ID: 0 TAX: 0.00	24472683128952364078130	4816	44.95
05-10	05-09	USPS 05690600431802481 SAN PEDRO CA PUR ID: 180 TAX: 0.00	24164073129418004861802	9402	5.60
05-10	05-09	PAYPAL *KRISTINASMI 402-935-7733 CA PUR ID: 9039709442 TAX: 0.00	24492153129849397095330	8999	245.00
05-10	05-09	SQ *AVENUE I LOS ANGELES CA PUR ID: 72057594075758700 TAX: 0.00	24692163129000543656388	8999	700.00
05-13	05-09	THE CORNER STORE SAN PEDRO CA PUR ID: 12 TAX: 0.00	24412893130980001013248	5812	50.00
05-21	05-20	MARIAS RESTAURANT 310-833-6666 CA PUR ID: 862700303108336666 TAX: 0.00	24493983141200862700306	5814	137.84
05-21	05-20	1 HOUR PHOTO ETC 310-831-3231 CA PUR ID: 1 TAX: 0.00	24493983141207206500060	7395	14.50

Default Accounting Code:

CUSTOMER SERVICE CALL 800-344-5696	ACCOUNT NUMBER XXXX-XXXX-XXXX-5772		ACCOUNT SUMMARY	
	STATEMENT DATE 05-21-13	DISPUTED AMOUNT \$.00	PREVIOUS BALANCE \$.00	
SEND BILLING INQUIRIES TO: C/O U.S. BANCORP SERVICE CENTER, INC U.S. BANK NATIONAL ASSOCIATION ND P.O. BOX 6335 FARGO, ND 58125-6335	AMOUNT DUE \$ 0.00 DO NOT REMIT		PURCHASES & OTHER CHARGES \$2,017.43	
			CASH ADVANCES \$.00	
			CASH ADVANCE FEE \$.00	
			CREDITS \$.00	
			TOTAL ACTIVITY \$2,017.43	

Coastal San Pedro Neighborhood Council
Budget for Fiscal Year 2012-2013 - Approved 06-18-12

6/10/13

Proposed Budget - Vote Budget - Vote
Approved 6-18-12 on 5-20-13
Spending to Date Net (Spent)

Funds	Yearly Allocation	Rollover	Total	%	Category	Total	Spending to Date	Net (Spent)
	\$ 37,000.00	\$ -	\$ 37,000.00					37,000.00
	\$ 37,000.00	\$ -	\$ 37,000.00					37,000.00
Budget								
Codes								
100 Operations								
AUD								
FAC	1,000		1,000		Audio and Video Services		122.00	878.00
POS	190		190		Facilities Related and Space Rental		11.40	178.60
OFF	0		0		Postage			
MIS	3,510		3,510		Office Equipment and Supplies		3,034.46	475.34
EDU	0		0		General Operations/Miscellaneous			
TAC	0		0		Board Retreat/Training			
TRL	0		0		Staffing and Temporary Help			
	0		0		Translation and Transcription			
Sub Total	4,700		4,700	12.70%		3,195.00	3,168.06	1,531.94
200 Outreach								
ADV	10,000		10,000		Advertising	13,203.00	13,702.93	(3,702.83)
ELE	0		0		Election Outreach and related costs	2,335.00	2,351.56	(2,331.56)
EVE	6,000		6,000		Outreach Events	4,750.00	4,750.00	1,250.00
POS	0		0		Postage/mailings	350.00	0.00	
EVE	1,600.00		1,600.00		Food and Refreshments for Events and Meetings	1,690.00	1,486.16	113.84
NEW	9,300		9,300		Newsletters	3,933.00	4,209.98	5,290.02
WEB	0		0		Website Maintenance/Enhancement/Creation	2,340.00	2,394.83	(2,584.85)
Sub Total	27,900		27,900	75.28%		30,895.00	29,245.38	(1,965.38)
300 Community Improvement								
CIP	0		0	0.00%	Community Improvement Projects			0.00
Sub Total								
400 Neighborhood Purpose Grants								
GRF	5,000		5,000	13.51%	Neighborhood Purpose Grants	3,000.00	4,500.00	500.00
Sub Total	5,000		5,000			3,000.00	4,500.00	500.00
Grand Total	\$ 37,000.00		\$ 37,000.00			\$ 37,000.00	\$ 36,933.44	\$ 66.56

Budget Narrative:

FAC - \$72 to MX Gift, \$50 to Corner Store
MB - Includes \$490 unspent for K. Smith Admin fees for May and June
ADV - \$1,500 for PUPIC, \$1,500 for SPDF, \$251.37 for Emergency Prep. Fair, \$250 for San Pedro Holiday Parade, \$1,000 for MINCC Fundraiser, \$196.46 for banner, CBB \$2,000, Friends of Cabrillo Marine Aquarium \$2,500, Thema Falls Chorus \$1,500, LAUSD - Leland School \$1,500, Jay & Neuber \$1,500, Sharepays by the Sea \$1,500, Proclamations \$23
ELE - \$200.00 1 hour photo, \$1,409.64 3hr Speedy Printing, \$83.74 Perry Mailing
EVE - \$250 for Myvorol forum (committed, but will not be spent - removed from budget total), \$5,000 (Music by Sea), \$250 for Congress of NC (committed but unspent to date), \$1,500 for San Pedro Art Association
EVE - Feed - Includes \$250 committed but unspent for May and June food, and \$150 for selections Meeting food committed but unspent
NEW - \$3,918 3hr Speedy Printing, \$1,091.22 Perry Mailing (incl. \$305 postage)
WEB - \$44.95 x 2 for webhosting, \$350.00 for PV on Net
NPIC - Harbor Community Police Station Booster project \$3,000 (committed)

Code/ Description

ADV Advertisement

Budget Category

OUTREACH

OPERATIONS:
Operations includes: operational expenses such as: audio/video expenses, translation and transcription costs, rent and maintenance costs related to facilities, fees for space and storage rentals, supplies and copying for board meetings and committee meetings and other administrative expenses such as staffing and temporary help, postage, mail service, business cards and letterhead, board retreats and training, and other expenses deemed necessary by the NC board.

OUTREACH:

Outreach expenses include, but are not limited to, hosting and maintenance of the NC website, emails and stakeholder database, newsletters, banners, outreach advertising, stakeholder/outreach events, elections, postage and mailings related to outreach efforts and other general outreach expenditures as approved by the NC board.

Specific Outreach events should be specifically approved by the NC board and reflected in the minutes.

COMMUNITY IMPROVEMENT PROJECTS:

Community Improvement Projects and Neighborhood Purposes Grants cover a wide array of projects for the community. Some examples are: costs associated with beautification projects, tree planting, sidewalk washing, median maintenance, Infrastructure projects to City owned facilities, sports facilities, fire stations, police station, parks and other community facilities; community based events and programs such as CERT training, disaster awareness and preparedness, neighborhood watch and life and safety programs; graffiti abatement, to name a few.

NEIGHBORHOOD PURPOSES GRANTS:

Qualifying schools and 501(c)3 non-profit organizations are eligible for Neighborhood Purposes Grants.

Specific Community Improvement Projects and Neighborhood Purposes Grants should be specifically approved by the NC Board and reflected in the minutes.

Coastal San Pedro Neighborhood Council
Budget for Fiscal Year 2013-2014

2012-2013 Budget - 6/18/12 Spending
2013-2014 Proposed Budget

Funds	Yearly Allocation	2012-2013 Budget - 6/18/12 Spending
Rollover	\$ 37,000.00	
Total	\$ 37,000.00	

Budget	Category	2012-2013 Budget - 6/18/12 Spending	2013-2014 Proposed Budget
100 Operations			
AUD Audio and Video Services		0	0
FAC Facilities Related and Space Rental		1,000	1,000
POS Postage		50	190
OFF Office Equipment and Supplies		0	0
MIS General Operations/Miscellaneous		3,000	3,510
EDU Board Retreat/Training		200	0
TAC Staffing and Temporary Help		0	0
TRL Translation and Transcription		0	0
Sub Total		4,250	4,700
12.03%			

200 Outreach	Category	2012-2013 Budget - 6/18/12 Spending	2013-2014 Proposed Budget
ADV Advertising		13,000	13,702.83
ELE Election Outreach and related costs		2,000	2,335.50
EVE Outreach Events		4,500	4,750.00
POS Postage/maillings		350	0
EVE Food and Refreshments for Events and Meetings		1,500	1,693.16
NEW Newsletters		4,500	8,500
WEB Website Maintenance/Enhancements/Creation		2,400	2,394.85
Sub Total		28,250	29,251.34
77.16%			

300 Community Improvement	Category	2012-2013 Budget - 6/18/12 Spending	2013-2014 Proposed Budget
CIP Community Improvement Projects		0	0
Sub Total		0	0
0.00%			

400 Neighborhood Purpose Grants	Category	2012-2013 Budget - 6/18/12 Spending	2013-2014 Proposed Budget
GRT Neighborhood Purpose Grants		4,000	5,000
Sub Total		4,000	4,500.00
10.81%			

Grand Total \$ 37,000.00 \$ 37,000.00 \$ 37,000.00 \$ 36,933.44

Codes	Description	Budget Category	2012-2013 Budget - 6/18/12 Spending	2013-2014 Proposed Budget
ADV	Advertisement	OUTREACH		
AUD	Audio and Video Services	OPERATIONS		
CIP	Community Improvement Projects	COMMUNITY IMPROVEMENT		
ELE	Election Expense	OUTREACH		
EVE	Event Expense (Food and Refreshments)	OUTREACH		
FAC	Facilities-Related and Space and Storage rental	OPERATIONS		
GRT	Neighborhood Purpose Grant	NEIGHBORHOOD PURPOSE GRANT		
MAT	Material Distribution	OUTREACH		
MEE	Meeting Expense	OUTREACH		
MIS	Misc Supplies	OPERATIONS		
NEW	Newsletter Expense	OUTREACH		
OFF	Office Equipment and Supplies	OPERATIONS		
RET	Board Retreat and Training Exp.	OPERATIONS		
TAC	Staffing and Temporary Help	OPERATIONS		
TRL	Translation and Transcription	OPERATIONS		
WEB	Website Development and Maintenance	OUTREACH		

OPERATIONS:
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